

Executive Committee Meeting Minutes - Monday, December 9, 2002

Chairman Dwyer called the meeting to order at 8:36 a.m. and led the Committee in the Pledge of Allegiance.

Present: Chairman James Dwyer, County Board Supervisors, Kenneth Herro, Duane Paulson, Supervisor Richard Manke, Walter Kolb, Patricia Hauko and Duane Stamsta.

Also Present: Legislative Advisor David Krahn, Legislative Advisor Mark Mader, Community Development Coordinator Glen Lewinski, Program Assistant Donna Walbert, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, Director Marcia Jante, Principal Peter Johnson and Office Services Coordinator Windy Jicha.

Correspondence

Chairman Dwyer reviewed and passed out the list of correspondence. He told the Supervisors to see Jicha if they wanted copies of any of the listed items.

Supervisor Herro arrived at 8:38 a.m.

County Code

Dwyer said the County Board staff should start reformatting chapter two of the Waukesha County Code by next week. The board will then adopt chapter two of the code at the meeting in January. After that, the staff will reorganize the code according to the changes made by ordinances in order to clean up the code. The Executive Committee has purview over monitoring the codes so Dwyer would like to schedule sometime at several Executive Committee meetings to review the substantive changes in the codes such as the two-third votes rule. The county needs to conform to Wisconsin State Statutes. Dwyer said he wants the code changes to be completed in the first quarter of 2003.

Meeting Approvals

MOTION: Paulson moved, Hauko second, to approve attendance of the Executive Committee at the Seven County Meeting on December 16, 2002. **Motion carried:** 7 - 0.

Chairman Dwyer left the meeting at 9 a.m. to attend other county business turning chair over to Manke.

Reconsider 157 -A-045: Appointment of Mark Steinberg to the Local Emergency Planning Commission

Dwyer explained that this item did not need to come before the board for a vote because the Board Chairman appoints this position. This agenda item will take the appointment off the table.

MOTION: Manke moved, Herro second, to reconsider 157 -A-045: Appointment of Mark Steinberg to the Local Emergency Planning Commission. **Motion carried:** 7-0.

Discuss and Consider 157 -O-100: Appropriate Additional U.S. Department of Housing and Urban Development Home Investment Partnership (HOME) Funds

Schwartz, Lewinski, and Walbert were present to discuss this ordinance. Lewinski said that this ordinance reappropriates funds. In the past, the Community Development's adopted budgets were based on department estimates of the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnership (HOME) grant program revenues expected to be received, not on the final HUD grant notifications. This was due to timing differences between the county and federal budget appropriation approval process. In the past year, the combined HUD award amounts for the HOME program were more than the county's budget appropriations by \$324,479. This year the expenditure rate has been greater than it has been in the past. The federal government has issued new rules for 2003 so grantees need to spend the monies down at different levels. The Community Development wants to be able to draw down as needed and this ordinance

appropriates all the money upfront. The ordinance gives the department the authority to use the total grant award for the annum, increasing the appropriation to equal the grant.

Swartz said the county budgeting would now be equal to federal funding and the county could encumber funds as needed. The county budget will stay in line through the encumbrance process in accordance with the county, CDBG and HOME boards. In 2001, HUD changed the final authority four times and each change required the department to come before the county board each time. This ordinance will tie up the entire federal funding amount and stabilize the CDBG budget.

Hauko asked if this is done every year? Lewinski said the difference is that in the past, the entire grant wasn't appropriated at one time. This year the federal government will notify counties the amount of the grant and Waukesha County will appropriate the entire amount at one time.

Swartz said in the 2002 budget, there is a fiscal note that allows the grant to be spent in multiple appropriations for the same dollars. This ordinance will tie the county reporting method into the federal reporting methods.

Hauko asked if this ordinance appropriates into specific projects or just into CDBG? Lewinski said this ordinance gives appropriation authority to the CDBG budget. Currently, the department appropriates the grant funds but doesn't encumber funds. Lewinski said that this is consistent with other budget areas. This ordinance will make it easier to balance the books.

Herro asked if this ordinance was simply for accounting and budgeting purposes? Swartz said yes, this will help Walbert to balance the budgets.

Swartz said this ordinance will modify the CDBG budget by increasing intergovernmental contracts and grants revenues by \$324,479, appropriating \$6,277 of CDBG reserved fund balance and increasing operating expenditure appropriations by \$330,756 to fund additional expenditures associated with the federal grant awards for previously approved projects. In the past county budgets, the department did not fully appropriate, carry over or expend the entire HOME appropriations, which resulted in \$6,277 of HOME appropriations lapsing into the CDBG reserved fund balance from the prior year's activities.

MOTION: Hauko moved, Stamstase second, to approve Ordinance 157 -O-100: Appropriate Additional U.S. Department of Housing and Urban Development Home Investment Partnership (HOME) Funds. **Motion carried:** 5-1 (Kolb voted no).

Discuss and Consider 157 -O-101: Approve Appropriation of Community Development Revolving Loan Prior Year Program Income

Lewinski said the appropriation of Community Development Revolving Loan income is done twice a year with the return amounts. The appropriated amount varies greatly because some additional loans can be paid out or started up by the Waukesha County Economic Development Corporation (WCEDC).

Hauko asked if these amounts were inadvertently carried over? Swartz said this ordinance allows all funds to be appropriated now so that the funds can be encumbered at any time. This doesn't have anything to do with this year's spending, it really pertains to 2000 and 2001 activity.

MOTION: Hauko moved, Stamstase second, to approve Ordinance 157 -O-101: Approve Appropriation of Community Development Revolving Loan Prior Year Program Income. **Motion carried:** 6-0.

Discuss and Consider 157 -O-102: Appropriate Additional U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Funds

Swartz said that this ordinance is similar to 157 -O-100 in regard to appropriating funds.

Herro asked what would happen if the committee did not pass this ordinance? Swartz said if the committee votes down this ordinance, Walbert will have to unencumber funds. It would be a lot of bookwork for Walbert because each project would then have to be estimated.

Maders said that with grants, the bookkeeping issues can be very difficult and if this ordinance makes it more clear, he would highly recommend that the committee vote for it.

MOTION: Paulson moved, Stamstase second, to approve Ordinance 157 -O-102: Appropriate Additional U.S. Department of Housing and Urban Development Community Development Block Grant (CDBG) Funds.

Motion carried: 6-0.

Review and Acknowledge Grant Applications for CDBG Block Grant Program and Investment Partnership Program

Lewinski said all grants come through the Executive Committee. He passed out the grant authority paperwork for CDBG and the HOME Program for 2003. There are program grants that have been approved already but the county doesn't automatically get the funds because there are processes the county needs to complete in order to receive the money. Lewinski said that he would like to make a presentation to the County Board on the different programs his department handles. He passed out a copy of a letter he sent to Chairman Dwyer on December 3, 2002 proposing that the CDBG Board and the HOME Consortium prepare a joint presentation on the need for affordable housing and the accomplishments resulting from federally funded programs. Lewinski will work with Dwyer to get this item on the County Board agenda.

Lewinski handed out the Waukesha County 2003 Annual Action Plan for Waukesha County CDBG and the HOME Investment Partnership Program and Other Federal/Private Resources. Lewinski said the plan contains several pages of estimates of how much Waukesha County could get from the federal government. Once it is determined the amount CDBG will actually get in grants, the department will come to the board with an ordinance indicating the actual dollar of the grant. The board has approved the projects in the past.

Haukohl recommended that CDBG make a complete presentation to the board outlining these programs. The new members of the board aren't aware of what CDBG does and it is important that new Supervisors be educated on the programs.

Kolb said that CDBG does a good job under the restrictions they have been given.

Approve Minutes of November 18, 2002

MOTION: Haukohl moved, Stamstase second, to approve the minutes of November 18, 2002. **Motion carried:** 6-0.

Discuss and Consider the Following Appointments:

157-A-047 Appointment of Clarence Stoel to the Veterans Services Commission

MOTION: Herro moved, Paulson second, to approve 157 -A-047: Appointment of Clarence Stoel to the Veterans Services Commission. **Motion carried:** 6-0.

157 -A-048: Appointment of Jane Casper to the Federated Library Board

MOTION: Herro moved, Haukoil second, to approve 157 -A-048: Appointment of Jane Casper to the Federated Library Board. **Motion carried:** 6-0.

Future Agenda Items

- Campaign finance and WCA's view on it
- Exposition Center and Airport Layout Plan
- SEWRPC's resolution to study water in Waukesha County

Standing Committee Reports

Judiciary - Stamstas said the committee reviewed jail statistics. The full report is available in the County Board office. The report comes out monthly but is always two months behind. The committee dealt with a resolution dealing with Teen Courts. The committee passed the normal ordinances and toured the Clerk of Courts area.

Finance - Haukoil said the committee reviewed third quarter claims and funds, the usual ordinances and fund transfers that always occur at the end of the year. Many of the transit routes came up short on funds. The Finance Committee asked to have a joint meeting with the Public Works Committee and a member of Senior Services Department to review transit routes and monitor the routes. The county is responsible for which routes stay and which are dropped. Haukoil said she attended the joint meeting of the Health and Human Services Board and Committee. Captain Severson gave a presentation on drugs and the Waukesha County Metro Unit. Haukoil said everyone should see the presentation, especially parents.

Discuss Project Leap Annual Report Card

Jante and Johnson appeared before the committee to discuss Project Leap, 21st Century Community Learning Centers located at Saratoga and White Rock Elementary Schools. Jante said in the 1990s they conducted a needs assessment and an area found lacking was after school activities. UW - Extension applied for a grant and got it for two to eight weeks, one time per week after school program. The UW - Extension reapplied for the grant and then was awarded enough money for two, ten week sessions and two meetings per week. Next, the Extension applied for a federal grant for the program. On the second application, the Extension was awarded a grant totaling \$278,000 each year for three years. The teachers in the program are on one - year contracts to ensure that they are good for the program.

Jante passed out a list of program goals. Johnson went through the goals as listed in the handout. The first goal is to provide after school academic instruction and tutoring to 305 children at Saratoga and White Rock Schools. Together these statistics, the schools reviewed the report cards of those children in the program before and after participation in the program. The teachers reported the results and were satisfied with the progress. The data show that 57% of the participants in the program from Saratoga School and 63% from White Rock School had increased grades in math. 66% of students enrolled in the program at Saratoga School and 69% at White Rock School increased their grades in the reading/English/language arts.

Goal 2 - Provide after school enrichment and recreation activities to 305 children at Saratoga and White Rock Schools five days per week during the school year. Johnson said a variety of opportunities are provided for students including special interests, bilingual music, violence prevention, athletic, community service and leadership activities. Twenty teachers, six teachers said, 23 college students, 14 community members, two parents and 11 paraprofessionals participate in the program. Health snacks are provided to the participants. Johnson tried to tie program objectives with state standards for each grade level. The program curriculum is related to topics being taught at specific grade levels such as measuring in a cooking class.

Manke asked if they had received the results of the fourth grade state tests? Johnson said the fourth graders just took the test and when the results are received, he can provide them to the committee.

Hauko asked if the children have homework time? Johnson said from 5 - 5:45 p.m. the kids work on homeworking groups, one-on-one or independently. Teachers and volunteers help the students with homework. "Regular" teachers provide letters to the afterschool program teachers and volunteers alerting them of what the students need to work on during homework time.

Dwyer returned at 10:40 a.m.

Herro asked if federal funding went away, would this program go away? Johnson said his goal is to have the program continue after federal funding ends. They are putting together a group to look at ways of continuing the program if the funding goes away.

Manke asked if there were any thought of expanding this program to all schools in Waukesha County? Jante said that she would love to be able to expand to all schools. The guidelines for the grant state that the schools must be located in low-income neighborhoods. There are other grants that can help pay for this type of program but other funding sources must be found.

Jante said the program consists of 30 collaborating agencies. The City of Waukesha Police Department has been wonderful to work with. The school district had a group of youths who had been kicked out of every afterschool program. The youths had problems in school, the community, gangs, etc. The schools called the police department to see if they could help the schools put together a program to help troubled youths. The Police and Kids (PAK) program was put together from this joint effort. In the PAK program, the police ask the youths what they want to learn and speakers are brought in to discuss those topics. The group goes on field trips. The program is now offered year-round because the police department saw the positive outcomes of the program. During the summer program, PAK met at the police substation, had a dinner, a PAK chat and then the group went to Central Middle School to play games in the gym. Johnson said that some kids who used to be troublemakers have turned over a new leaf. The result is far fewer detentions for the youths.

Goal 3 - Involve parents and family members in the schools. Johnson has had problems getting parents involved. The program provides several family nights during the school year. The family nights provide necessary skills to parents so they can be better parents. This is something that they are still working to build. The sustainability of the program is very important.

Kolb said when the schools encounter an incorrigible individual, schools don't have the power to remove the student and prevent him from poisoning the other students. Johnson said the biggest part of his job is working with the problem students. It is a big challenge.

Herro asked if funding for this program ends, would taxes be increased to pay for it? Johnson said he doesn't think that they will have to raise taxes. The Partnership Committee is working to find resources in order to continue the program after funding ends. Jante said that the grant provides training to help the program providers sustain the program after funding ends. Jante said that they have an interest in working on figuring the cost of per class. Once this is determined, they may seek sponsors for the various programs.

Jante said this program is a perfect match for the community revitalization programs funded through CDGB. The program allows the parents to get involved in the schools, block watches and community and with other parents.

Kolb said if you teach kids some business skills, they will get out of the poverty cycle. If this program shows results, he will commend it highly.

Jante invited the committee to go on a tour of the program. Next week a video will be made of the program and will be available later in the year for viewing. She then invited the committee members to become volunteers or sponsors of the program or to provide in-kind gifts.

Committee reports

Personnel - Paulson said no union contracts have been settled yet. The reclassification and seasonal ordinance will come before the board at the next meeting.

Land Use - Kolb said the committee passed the regular ordinances. The committee talked about shoreland zoning. Mader said staff had been working on shoreland code and code affecting communities based on feedback from public hearings. These changes will come back to the board in two separate ordinances.

HHS - Herro said that Haukoil had given a good update of the presentation in the Health and Human Services Committee by Captain Severson.

Public Works - Mankes said the committee took a great deal of time discussing parking and speed zone issues. Bolte brought in an estimate for the Northview demolition. The committee heard an excellent presentation by Biagioli on the records management software. Public Works is the standing committee that oversees the records management at the communications center. Biagioli informed the committee that this department will make sure that all staff are retrained on time and that the Sheriff's Department will be the cold backup to the communications center.

Discuss Calendars for 2003 Committee Meetings

The committee reviewed the 2003 calendars. Dwyer explained that the calendars are being done in advance to help not only supervisors, but also the administration to make sure that staff is available for the budget season. There will be changes made to the calendar during the year as needed. Dwyer said that he would also like to put Park and Planning on the calendar along with the Health and Human Services Board, Commission on Senior Services, CDBG, Longterm Health Care, etc. Dwyer said that any changes or suggestions are due to the County Board office by December 12 at noon.

Chair Comments

Dwyer reported on the last Criminal Justice Council meeting. The council is looking to fill the coordinator position with someone who has a Masters degree and is looking to start their career or build their resume. The committee plans on meeting the fourth Wednesday of every other month starting in March. Everyone is welcome to attend the meetings and listen.

The

Mader thanked the committee for all the work that they have done over the past year.

Updating the Waukecha County Code

Dwyer said that clarity and understanding of the code is the goal of updating the county code. When the code is updated, it will be online.

Motion to Adjourn

MOTION: Herro moved, Stamstase second, to adjourn the meeting. **Motion carried: 7 -0.** Meeting adjourned at 11:41 a.m.

Respectfully submitted,

Duane E. Paulson
Secretary